S E C R E T

6 November 1963

MEMORANDUM FOR : All Cable Secretariat Personnel

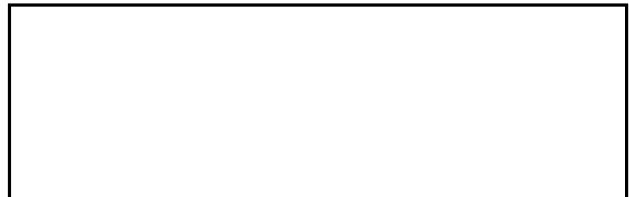SUBJECT : Procedures Improvement Program for 1964

1. We are starting on an intensive program now for implementation in 1964 in which we plan to examine many of our practices and procedures and to effect improvements wherever possible. The objectives of this review are to improve the quality of our product, to reduce unit cost, to reduce our processing time and to improve working conditions.

2. For your information the attached list represents in part the ideas which it is planned to study further.

3. All Cable Secretariat personnel are invited to comment on these or other ideas. If anyone feels he can contribute significantly to the adoption of these or any other ideas, he is encouraged to put his ideas in writing in the form of a suggestion as a part of the Suggestion Program. We will assist him in the preparation of the idea. The ideas listed in the attachment are yours to work on....so get in on the money.

4. For your information a folder has been established for each idea. In that folder we have included any literature relating to that subject which we have. Other material will be added as it is obtained, and you are encouraged to add to the folders any material which you might come across in your reading.

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Attachment

GROUP 1
Excluded from automatic down-
S E C R E T grading and declassification

S E C R E T

IDEAS FOR CABLE SECRETARIAT PROCEDURES IMPROVEMENT
PROGRAM - 1964

1. Working with the Signal Center, program the input of cables so that we can receive IN cables on printers in the Cable Secretariat loaded with preprinted continuous rolls of reproducible master material, and so that the text will fall in the proper areas.

Objective: To speed up receipt, improve quality of copy, expedite processing, and reduce cost (eliminates 914).

2. As an interim step to Number 1, set up a printer in the Cable Secretariat loaded with unprinted continuous roll reproducible masters, receive the cables on this machine, and then, using preprinted masters as the background, cut and paste, using the master material as received in the same manner we now use TOT copy.

Objective: To speed up receipt, improve quality of copy, reduce cost (eliminates 914).

3. As still another interim step to No's 1 and 2, set up a printer and a reperforator in the Cable Secretariat, and use the tape to run text on a flexowriter.

Objective: To improve quality of copy, speed up receipt, reduce cost (eliminates 914).

4. File non-CIA cables by an assigned control number comparable to the manner in which CIA cables are filed. This will necessitate logging non-CIA cables on a station log.

Objective: To enable us to determine with greater accuracy the receipt or non-receipt of non-CIA cables, to enable a more efficient and attractive filing arrangement.

5. Devise a method of logging which would enable us to use some combination of card and log sheet to record by machine (typewriter, billing, punch card, flexowriter with card/tape) the receipt and disposition of cables. Cards could be sorted mechanically.

Objective: To reduce workload at logging position, make use of labor saving equipment, produce better index to archives.

6. Devise a method utilizing pre-cut IBM type card or an edge-punched card or a pre-print card on which individual dissem symbols are entered and which could be attached to the cable and passed to a machine operator for print out, utilizing either an electric typewriter with card punch attachment, or some optical scanning device to read and print the symbols.

Objective: To eliminate typing errors and to eliminate the actual typing effort on the part of a typist.

7. Use a device such as the Auto-typist, which can give up to 200 possible selections, to enable the operator to select a dissemination symbol simply by punching a single key. A modification might be to engineer the Auto-typist or similar equipment to be activated by a coded dissem sheet which it could read electronically or optically.

Nothing DEV.

Objective: To reduce typing errors, eliminate typing effort on the part of the operator.

8. Pre-print all of the dissemination symbols on our paste up form, and delete those not used by drawing lines through them.

Tested but NO

Objective: Eliminate necessity for cable to go to typing position, reduce processing time and reduce cost.

9. Adopt practice of printing dissem symbols in lieu of typing them.

Done working well

Objective: Eliminate necessity for cable to go to typing position, reduce processing time, reduce cost.

10. Devise system enabling us to make two masters at one time on the 914 or similar equipment, and then to run the masters two-up on an offset press.

Done or equivalent away?

Objective: To reduce cost of mat making (reduces 914 by 1/2), reduces reproduction time (two cables run at a time) reduce reproduction cost, reduce processing time. (Note: This idea now being developed by Mrs. Sill and Mr. Reynolds.)

11. Explore photo-direct mat-making process.

Explored still too costly

Objective: Better, clearer masters, possibility of running two mats at a time, with results relating to No. 10 above.

12. Sort cables for file using electronic Key Sort or similar equipment.

Looked at. Some equip. Nothing practical yet

Objective: Speed up process, reduce handling time/cost.

13. Sort cables for dissemination, using electronic Key Sort or similar equipment.

Objective: Speed up process, reduce fatigue, reduce handling time/cost.

14. Devise system of filing in Lectra File using more easily read tabbed folders.

Nothing done pending

Objective: Improve accessibility, appearance and achieve more efficient utilization of equipment.

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15. Utilize a random access memory drum for storage of crypts and *computer study feasible*
possibly pseudos.

Objective: Enable each analyst to query the memory for info re crypt/pseudo
without leaving his desk, thus reducing fatigue, improving efficiency of Analyst
and reducing processing time/cost.

16. Devise a method of logging which would enable a single entry to serve *Nothing Div*
for both control and station file.

Objective: Reduce work, speed up process, reduce cost.

17. Use offset printing equipment with tandem heads. *Looked at NO*

Objective: To permit printing front and back with one operation, reduce
printing time and cost.

18. Use offset printing equipment with two-up printing surface. *Looked at NO*

Objective: To permit running two masters at one time, with or without slitter
device, thus reducing printing time and cost.

19. Combine Form 1604 "Request for Change of Cable Dissemination or *open*
Action Responsibility" with Form 184 "Archives Cable Service".

Objective: To simplify requests for cables.

20. Use a pre-printed clear plastic cable form on the 914 and run TOT against *Army joint This TOT S now on mats*
form to obtain a 914 mat.

Objective: To eliminate cut and paste operation and reduce processing time/cost.

21. Use a Collator to put together our multiple page copies. *Bought collator working will 2*

Objective: Reduce labor, reduce cost, reduce processing time.

22. Put noise reducing covers over Flexowriters. *Have one No Decision for other*

Objective: To reduce the noise level and improve working conditions.

23. Install as much noise reducing material as possible in the Mailroom. *Rearranged but nothing done to sound proof*

Objective: To reduce the noise level and improve working conditions.

24. Install a pneumatic tube to SIDO to operate 24 hours a day. *Installed working will*

Objective: T Approved For Release 2002/05/09 : CIA-RDP84-00499R000600040123-1 ng worked on.)

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nothing Dev'd

25. Adopt a system enabling us to use a rubber stamp or stencil or machine punch card to imprint on a cable form a prescribed and limited dissemination without our typing or printing it.

Objective: To simplify dissemination, reduce processing time, ensure accurate dissemination.

NOTHING DONE

26. Build removable half-partitions around cable analysts.

Objective: To reduce noise and distraction and enable analysts to work under better conditions.

SOLUTION —

27. Devise method to transpose without further handwriting dissemination symbols from file copy of military service cables to copies distributed. *XEROX FILE COPY —*

Objective: To eliminate burden of recopying symbols, to speed up processing and reduce costs.

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